

## PERSON-CENTERED PLANNING FACILITATION

### Service Description

H005-BC

A service that provides an assessment to determine an individual's need for assistance in understanding his or her disability and developing the tools to become more independent and confident in basic living skills.

Person-centered planning facilitation is a planning approach for determining, planning for, and working toward the preferred future of a person with developmental disabilities in community life. A component of Support Coordination (Case Management) services, this service refers to the facilitation and development of a plan developed in concert with a Division memberconsumer, his/her family, and others that are important to the memberperson. Guided by a trained facilitator, this "person-centered" team meets to identify opportunities for the memberconsumer to develop personal relationships, participate in his/hertheir community, increase control over their own lives, and develop the skills and abilities needed to achieve personaltheir goals. The plan focuses both on paid and natural supports and coordination between multiple agencies to assist a member-consumer in achieving his/her desired future. The planning process is a way to gather and organize information, respects the member'sconsumer's choices and preferences, is positive and focused on capacities of both the memberconsumer and the community in which he or she lives, provides an accurate picture of the memberconsumer and his/her desires, and is action-oriented with actions steps and timeframes for evaluation.

There are several approaches that use person-centered planning. Some that are the most well known in working with people with developmental disabilities include:

- Personal Futures Planning,
- Making Action Plans ("MAPS"),
- Planning Alternative Tomorrows with Hope ("PATH"), and
- Essential Lifestyles Planning.

All approaches are acceptable as long as the person-centered plan:

1. Ensures that the primary direction comes from the memberconsumer;
2. Involves family members and friends of the member'sconsumer's choice and has a reliance on personal relationships as the primary source of support to the memberconsumer;
3. Focuses on capacities and assets rather than on limitations;
4. Has an emphasis on the settings, services, supports, and routines available to the community at large rather than those designed for people with disabilities; and

5. Focuses on quality of life with an emphasis on personal dreams, desired outcomes, and meaningful experiences.

## Service Requirements and Limitations

This service may be provided in any setting agreed to by the ~~member~~~~consumer~~ but is generally provided in the ~~member's~~~~consumer's~~ home or another community setting that is comfortable, informal, and hospitable.

## Service Goals and Objectives

### Service Goals

To facilitate a person-centered plan for ~~member~~~~consumers~~ and their families in order to provide a positive, and community-based work plan for life transitions such as school to work or moving from the family home.

### Service Objectives

The Qualified Vendor shall ensure that the following objectives are met:

1. Facilitate and develop a person-centered plan in conjunction with the ~~member~~~~consumer~~, their family, and others closest to the person. Service components include:
  - 1.1 Meet with the ~~member~~~~consumer~~ to explain the person-centered planning process and to determine others ~~that~~ the ~~member~~~~consumer~~ would like to have participated in the plan.
  - 1.2 Work with the ~~member's~~ ~~S~~upport ~~C~~oordinator to determine a time and location for the person-centered planning session(s) that assures the ~~member's~~~~consumer's~~ participation as well as those ~~persons that~~ the ~~member~~~~consumer~~ would like to have in attendance.
  - 1.3 Facilitate the person-centered planning session(s). During the session(s), the facilitator should assist the ~~member~~~~consumer~~ to participate as much as possible, establish ground rules, keep the group positive and focused on the ~~member's~~~~consumer's~~ strengths and choices, and record the ~~member's~~~~consumer's~~ vision ~~for of~~ the future ~~and priorities~~. The vision should be broken down into achievable steps and consider both paid and natural supports. The Plan ~~shall~~~~should~~ be recorded and include, at a minimum, maps/charts on relationships, choices, what works and what does not work, health and safety, vision ~~for of~~ the future ~~and priorities~~, and action steps.
  - 1.4 Write the plan up and provide a copy of the plan and maps/charts to the ~~member/member's representative~~~~consumer~~ and ~~the member's~~ ~~S~~upport ~~C~~oordinator.

- 1.5 If time allows, provide follow-up on action steps by bringing the group back together within three (3) months of the initial person-centered planning session(s). If unable to personally bring the group back together, contact the member's Support Coordinator by telephone to provide ideas and recommendations for the next follow-up meeting.

## Service Utilization Information

- ~~1. This service is provided to consumers who are eligible for the Arizona Long Term Care System (ALTCs).~~
- ~~2.1.~~ This service is provided to memberconsumers who are experiencing life transitions such as exiting high school to work, moving from the person's family home, young adults 18-25 (eighteen to twenty five) years old who have family members requesting the use of Attendant Care services provided by a family member, or moving from a nursing home, psychiatric hospital, or Intermediate Care Facility/AMR ("ICF") to the community.
- ~~3.2.~~ This service may also be provided to memberconsumers who are seeking an Individually Designed Living Arrangement, who are participating in Member-Directed Supports, or who are a priority for planning in order to identify the supports they will need when an aging caregiver is no longer able to provide supports in their home.

## Rate Basis

1. Published.
2. The basis of payment for this service is the completion and receipt of a person-centered plan. This is inclusive of approximately four (4) hours of direct facilitation and up to two (2) hours of preparation and report writing. Payment can be claimed only when the plan is completed and delivered to the memberconsumer.
3. Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division's Policies and Procedures Manual, Billing Manual, *RateBook*, and/or other provider resources made available by the Division.

## Direct Service Staff Qualifications

### Direct Service Staff shall have:

- ~~1. The direct service staff must have S~~successfully completed a Division-approved person-centered planning facilitator's training session.
- ~~2. Direct service staff shall have T~~the ability to communicate effectively with the memberconsumer in order to provide this service.

## Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall maintain copies of all standardized documents and materials used in providing this service for ~~the memberconsumer~~ and ~~the~~ Division ~~to~~ review.
2. The Qualified Vendor shall maintain a copy of the completed, written person-centered plan, and all related documents, including all preparation documents, the charts/maps, etc., and provide a copy of the plan and all related documents to the ~~member/member's representativeconsumer~~, the ~~member's~~ Support Coordinator, and all participants.
3. The Qualified Vendor shall maintain on file a document that contains the signature of the ~~memberconsumer~~ or the ~~memberconsumer's~~ representative that acknowledges receipt of a copy of the completed person-centered plan and related documents. The signed receipt must be signed or verified by the member/member's representative before the Qualified Vendor submits the claim for payment.
4. - The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.